



PEPPM Ancillary Services Form

Instructions and Overview

Purpose

This guide explains when to use the PEPPM Ancillary Services Form, how to complete each bidder-entry field, and how PEPPM pricing is established for offered services.

Table of Contents

<i>Ancillary Services Form Overview</i>	<i>1</i>
What this form is for	1
What are Ancillary Services?	2
When is the form required?	2
<i>How to Complete the Form</i>	<i>2</i>
<i>Pricing Requirements</i>	<i>3</i>
Understanding hourly and unit rates	3
Example entries	4
Additional supporting information	4
<i>After Award</i>	<i>5</i>
Authorized Resellers and service providers	5
Annual price adjustments	5
Prevailing wage	5
<i>Final Checklist</i>	<i>5</i>

Ancillary Services Form Overview

What this form is for

The PEPPM Ancillary Services Form is used to submit pricing for services related to the planning, deployment, installation, use, support, or maintenance of Products offered under a PEPPM Product Line.

Submitting Ancillary Services pricing is optional. However, a Bidder that wishes to offer Ancillary Services under a PEPPM Contract must submit the form with its bid. If awarded, the approved services become part of the Contract and are presumed bid-protected as allowed by law.

What are Ancillary Services?

Ancillary Services are services advantageous or necessary for the planning, use, deployment, or maintenance of the Products being sold. These services are often performed in conjunction with Product delivery, installation, implementation, or ongoing support.

- Analysis and design
- Asset tagging
- Consulting
- Equipment or cloud-based configuration
- Engineering and heat mapping
- Hard drive removal and retention
- Help desk support
- Image loading
- Installation and maintenance
- Training and travel

When is the form required?

A separate Ancillary Services Form must be uploaded for **each Product Line being bid**, whether or not Ancillary Services are offered for that Product Line.

At the top of the form, select one of the following:

- **Yes – We are offering Ancillary Services for this Product Line.** Complete the table below.
- **No – We are not offering Ancillary Services for this Product Line.** Leave the table blank and upload the form with your bid submission.

If “No” is selected, the table will appear shaded to indicate that no entry is required.

The File name for each Ancillary Services form should start with the prefix “Ancillary Services” and descriptive text may be added after the prefix. For example “Ancillary Services – Acer products_ABC Company”

How to Complete the Form

Use one row for each offered service. Complete all required bidder-entry fields and use the optional fields when they improve identification or description of the service. Do not insert, delete, or rearrange rows or columns.

Field	Instructions
Product Line	Required entry above the table. Enter the Product Line being bid.
Bidder Name	Required entry above the table. Enter the company name submitting the bid.
Service Name	Required. Enter a clear name for the Ancillary Service.
Service Description	Optional. Add information needed to explain the service, its scope, or what is included. If left blank, the Service Name will be used.

Field	Instructions
PEPPM Price	Calculated automatically from the Service Base Price and PEPPM Discount. Do not enter or paste a value into this field.
Rate or Unit of Measure (UOM)	Required. State how the service is priced, such as per hour, per day, per device, per location, per classroom, per project, or one-time.
Service SKU	Optional. Enter the Bidder's internal service SKU or part number, if applicable.
Service Base Price	Required pricing entry. Enter the Bidder's standard or published rate before the PEPPM discount is applied.
PEPPM Discount	Required pricing entry. Enter the percentage discount from the Service Base Price.
Locked/System Fields	Do not edit. These fields are hidden and contain defaults, formulas, or information needed for PEPPM system loading and auditing.

Pricing Requirements

PEPPM must be able to determine a firm bid price or rate for every offered Ancillary Service. The Service Base Price and PEPPM Discount must be completed so that the PEPPM Price can calculate automatically.

- Ancillary Services must relate to the Product Line being bid.
- The Service Base Price should reflect the Bidder's standard or published service rate.
- The PEPPM Price must reflect a discount from the standard service rate.
- Use a measurable unit or rate, such as per hour, per day, per device, per site, per project, or one-time.
- Pricing stated as "will be negotiated," "varies," "custom," "call for quote," or similar language is not acceptable.
- Do not enter a zero-dollar price merely to show that a service is not offered. Leave unused service rows blank.

Important: Services **without** an established price or pricing method will not be considered during bid evaluation and will not receive bid protection if a Contract is awarded.

Understanding hourly and unit rates

A per-hour, per-day, or similar unit rate establishes the maximum Contract rate that may be charged. The Awarded Vendor or Authorized Reseller may offer a lower rate but may not exceed the contracted rate. When an Eligible Entity requests Ancillary Services, the Awarded Vendor or Authorized Reseller and Eligible Entity will mutually agree upon the scope, quantity, schedule, and total cost based on a rate that does not exceed the contracted rate.

Example entries

The following entries are examples only and are provided to demonstrate how the Ancillary Services Form may be completed. Bidders should enter their own service names, descriptions, units of measure, service identifiers, applicable UNSPSC codes, standard rates, and PEPPM discounts.

Service Name Required	Service Description Optional - Service Name will be used if blank	PEPPM Price — Calculated No Entry Required	Rate or Unit of Measure (UOM) Required	Service SKU Optional	Service Base Price Bidder's standard or published rate Required	PEPPM Discount Required
Analysis and Design	Assessment and design services to determine technical requirements and develop a recommended solution.	\$157.50	Per Hour	SVC-AD-01	\$175.00	-10.00%
Cabling	Installation, termination, labeling, and testing of one network cable drop.	\$135.00	Per Drop	SVC-CAB-01	\$150.00	-10.00%
Configuration and Integration	Configuration and integration of contracted products with the Eligible Entity's existing environment.	\$170.00	Per Hour	SVC-CI-01	\$200.00	-15.00%
Engineering	Technical engineering services related to the design, deployment, or support of contracted products.	\$202.50	Per Hour	SVC-ENG-01	\$225.00	-10.00%
Help Desk Support	Remote technical assistance for troubleshooting and support of contracted products.	\$114.00	Per Hour	SVC-HD-01	\$120.00	-5.00%
Installation	Standard installation and initial setup of one contracted device.	\$225.00	Per Device	SVC-INST-01	\$250.00	-10.00%
Network Configuration	Configuration of network devices, including switches, wireless access points, or related equipment.	\$161.50	Per Hour	SVC-NET-01	\$190.00	-15.00%
On-Site Training	Instructor-led training conducted at the Eligible Entity's location for users or technical staff.	\$1,080.00	Per Day	SVC-TRN-01	\$1,200.00	-10.00%
Asset Tagging	Application and recording of an asset tag for one contracted device.	\$6.80	Per Device	SVC-TAG-01	\$8.00	-15.00%
Project Management	Coordination, scheduling, communication, and oversight for an implementation project.	\$1,900.00	Per Project	SVC-PM-01	\$2,000.00	-5.00%

The PEPPM Price is calculated automatically by applying the PEPPM Discount to the Service Base Price. Service descriptions and Service SKUs are optional.

Additional supporting information

Supporting information may be attached to the bid when it helps explain the offered services. Any attachment should clearly identify the applicable Product Line. Supporting information may clarify scope or inclusions, but it may not replace the required pricing entries on the Ancillary Services Form.

After Award

Authorized Resellers and service providers

If an Awarded Vendor provides Ancillary Services through an Authorized Reseller or designated service provider, those services must be offered at or below the prices included in the Awarded Vendor's bid.

Annual price adjustments

Awarded Vendors may request an adjustment to Ancillary Service standard prices once each year during January. Requests are subject to PEPPM approval and must:

- Be submitted in writing to PEPPMDocuments@peppm.org using the Ancillary Services Adjustment Form.
- Document why the standard price adjustment is warranted, such as a change in labor rates.
- Apply only to services included in the original Ancillary Services Form submitted with the bid.
- Maintain the original PEPPM discount percentage.

New services may not be added through the annual adjustment process. If an adjustment is not approved, the Awarded Vendor must continue offering the originally awarded rate or a previously approved adjusted rate for the service to remain bid-protected.

Prevailing wage

Certain jurisdictions require Prevailing Wage rates for some Ancillary Services. When applicable, adjustments necessitated by Prevailing Wage requirements are permitted when the applicable wage-rate determination is submitted with the Purchase Order.

Final Checklist

- ☐ One form is completed for each applicable Product Line.
- ☐ Product Line and Bidder Name are entered above the table.
- ☐ Every offered service has a clear Service Name and Rate/UOM.
- ☐ Service Base Price and PEPPM Discount are entered for every offered service.
- ☐ The calculated PEPPM Price has been reviewed for accuracy.
- ☐ No row contains "will be negotiated," "varies," "custom," "call for quote," or similar language.
- ☐ Unused rows are left blank, and no rows or columns have been inserted, deleted, or rearranged.
- ☐ The workbook structure, formulas, hidden columns, and locked fields have not been modified.

Contract reference: See the PEPPM Terms and Conditions, including Section II.9, Definition of "Ancillary Services," Section VI.15, Ancillary Services Related to Products, and the applicable Prevailing Wage provisions.